SUBJ: \*Action Requested\* AIR Change Management Practitioner Community Information

To Whom It May Concern,

As part of AIR’s Strategic Initiative 11 to institutionalize change management (CM), we are reaching out to
re-engage with AIR’s CM Practitioners and strengthen our CM Community of Practice.

The purpose of this email is to solicit your feedback and ensure you have access to the tools and guidance you need to be successful practitioners. Your responses will inform AIR-320 as to how we can better support our community.

**Please take a few minutes to visit the link below and answer our short confidential questionnaire. [*Insert SurveyMonkey Link*]**

Thank you for taking the time to answer these questions, we sincerely appreciate your feedback and support!

Sincerely,

1) Do you have access to the Prosci Portal? (<https://store.prosci.com/customer/account/login/>)

Yes

No

2) Do you regularly attend the monthly CM Community of Practice hosted by the Flight Standards CM Group?

Yes

No

3) Are you currently supporting any projects as a CM Practitioner, or as a Project Manager also performing the CM duties?

Yes

No

 **If no**,

Please provide the approximate date (month/year) of the last project you supported as the CM Practitioner, or project manager also performing CM duties?

Please indicate your confidence level (high, moderate, or low) that you can access and fully utilize the Prosci templates, tools and methods if assigned a division-level project today?

High

Moderate

Low

**If yes**,

Which Prosci templates and tools are you using to support the project (e.g., Discovery, PCT assessment, Scorecard, BP Audit)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What project management tools are used to track, schedule and report on the project (e.g., MS Project, SharePoint, Excel, Visio, Tableau)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a direct and open line of communication with the Project Sponsor?

Yes

No

Please indicate your confidence level (high, moderate, or low) that you can access and fully utilize the Prosci templates, tools and methods if assigned a division-level project today?

High

Moderate

Low

4) Do you have an interest in participating in, or being notified of, efforts to institutionalize CM within AIR (e.g., policy & guidance revision, promotion activities)?

Yes

No

5) Please provide any additional comments or concerns you believe would better inform our level of support for the community.

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